Collection Permit User Guide

Instructions for Scientific Collection/Salvage/T&E Collection Reporting

Download Site: http://www.dgif.virginia.gov/permits/guide.asp

Contact Email: collectionpermits@dgif.virginia.gov
Contact Phone: (804) 367-6913

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Quick Start Guide

Overview
This is an Excel application using a wizard style forms to enter and submit collection information to the Department of Game & Inland Fisheries (DGIF).

Purpose
The purpose of this application is to ensure data received by DGIF adheres to permitting requirements. This application will also aid in automating the updates of DGIF databases.

Steps

Download the Permit Data Application/Form
Download and save the report form from: www.dgif.virginia.gov/permits/guide.asp. It is highly recommended that you save a "working" copy of this report and also retain a copy as a backup. Double-click on the file to open the permit data report application. The screen resolution of 1024 by 768 pixels is recommended for maximum viewing quality. This form/application is not designed or developed for the Apple/Macintosh platform.

Enter Collection Permit Data using the Form Wizard:
When you first open the file Figure 1 will be displayed. The application form consists of three data entry pages and an Excel spreadsheet. The three data entry pages are in a wizard type format complete with navigational buttons at the bottom of each page.

- General Permit Information (Page 1 of 3) (Figure 1).
- Collection Site Information (Page 2 of 3) (Figure 3).
- Detail Species Information (Page 3 of 3) (Figure 4).

Data entered on these pages is saved to the Excel spreadsheet called the "Results" Worksheet (Figure 4). This form is designed to capture point data. For survey areas of considerable length or size, you should enter the start point coordinates in the "Geographic Coordinates" section. Describe the length/area in the "Site Description" field, including the length or area and the associate start and end coordinates. A physical description of the site would be helpful. Once data has been added Figure 2 will be the first screen displayed going forward. To gain access to the application form click Tools | Permit Collection Form to open the wizard from the Excel menu toolbar.

Return Completed Collection Permit Forms to DGIF:
After all data is entered save the completed Collection Permit form by selecting "Save As" from the Excel "Results" Worksheet/spreadsheet and rename the report using your permit number and the Principal Permittee's last name or from My Computer navigate to where the file is saved and right-click on the file and select Rename.

Example: 31115Dressler.xls

Email the renamed file to: collectionpermits@dgif.virginia.gov. Type the permit number and Principal Permittee's last name (see above example) in the subject line of the email and attach the form.

Map Authorization:
If map authorization is necessary please make the request using the collectionpermits@dgif.virginia.gov email address.

Navigational Tips:

- You must complete all three pages of the form and add your first species record for all navigational options to be available.
- There are navigational buttons at the bottom of each page to walk thru the wizard type data entry screens. To navigate between pages, you must use the “<Prev” and “Next>” buttons. The “Cancel” button takes you to the ‘Results’ Worksheet/spreadsheet. If you Cancel out of the wizard (close pages 1 – 3) any data previously entered on those screens will not be saved unless you click “Add” or “Update” button on page 3. The “Save ‘Results’ Worksheet” button saves data already added to the ‘Results’ Worksheet. The “Add” button on Page 3 adds a completed species record to the ‘Results’ Worksheet.
- At any time while you are in the ‘Results’ Worksheet, you can click on the “X” in the upper right corner to close the application. You will get a pop-up box “Save and Close the Permit Collection Form”. If you select “Yes”, the system will save your data and close the application. If you select “No”, the system will close the application without saving your edits. If you select “Cancel”, you will be returned to the ‘Results’ Worksheet. To reopen the data entry form, select “Tools” on the Excel toolbar, then select “Permit Collection Form”.
- Use the tab key to navigate between fields within each page. If you cannot tab between fields, simply Alt Tab to another application, then Alt Tab back to the form and you should be able to continue tabbing between fields. (Note: this is an Excel glitch)
- While completing the form, pop-up windows will appear, such as: navigational options; reminder messages; review messages or other informative messages. Please be sure to read each pop-up window carefully. If at any time you experience difficulties or receive an error message please contact DGIF via email immediately.

Data Entry Tips

- Data on pages one and two will not be saved until you actually add your first species on page three and click the "Add" button. It is also recommended that you click the "Save Worksheet" box (located in the lower right corner of each page) at regular intervals after clicking the "Add" or "Update" button on Page 3. There is NO auto-save until you close the form. If you are in the 'Results' Worksheet you can use the Excel save option.
- It is highly recommended that you enter one "Taxa Group" (form Page 1) at a time and completely enter all species for a taxa group and then select the next "Taxa Group" to be entered. This will save data entry time.
- To modify a phone number on page 1 that has already been entered for the Principal Permitee Information or Data Entered By sections, you must highlight (to overwrite) the existing formatted phone number then type the new phone number.
- When entering multiple species for the same collection date and location, after clicking "Add" or "Update" on page 3 you should carefully review the "Review and Confirm Record" page for the first species entered, to ensure you have entered the correct date and location information. This will make reviewing subsequent "Review and Confirm Record" Windows much easier and quicker since only the specific species data fields on Page 3 will be changing.
- "No Mussels Species Found" check box on page 3 will only be displayed when the "Taxa Group" selected on page 1 is "Aquatic Mollusks"**:** only use for mussel surveys that result in no mussel species found. If you click the "No Mussel Species Found" check box, the "Species", "Quantity", "Condition When Collected/Observed", and the "Final Disposition" fields will be disabled.
- If the species selected is a target species and none were found, you must enter a 0 (zero) in the quantity.
- For any species, if the species found was too numerous to provide a definite number, please enter 999.
- When you select "Other" from the following drop down menus, a pop-up window will appear requesting a definition for "Other". Please type what you believe to be the proper category or definition for that particular field. You will not see the category or definition you typed until you go to the "Review and Confirm Record" page and/or the "Results" spreadsheet.
    - Affiliate Category – page 1
    - Collection Category – page 1
    - Collection Method – page 2
    - Final Disposition – page 3 (If "Retained Dead" or "Retained Live" are selected you will be prompted to provide location information.)
- Please document any confirmed diseases in the "Overall Comments" field on the Detailed Species Information (Page 3 of 3). Please begin by typing DISEASE, so we can see you have entered a disease.

General Permit Report Information Page (1 of 3) – At-A-Glance

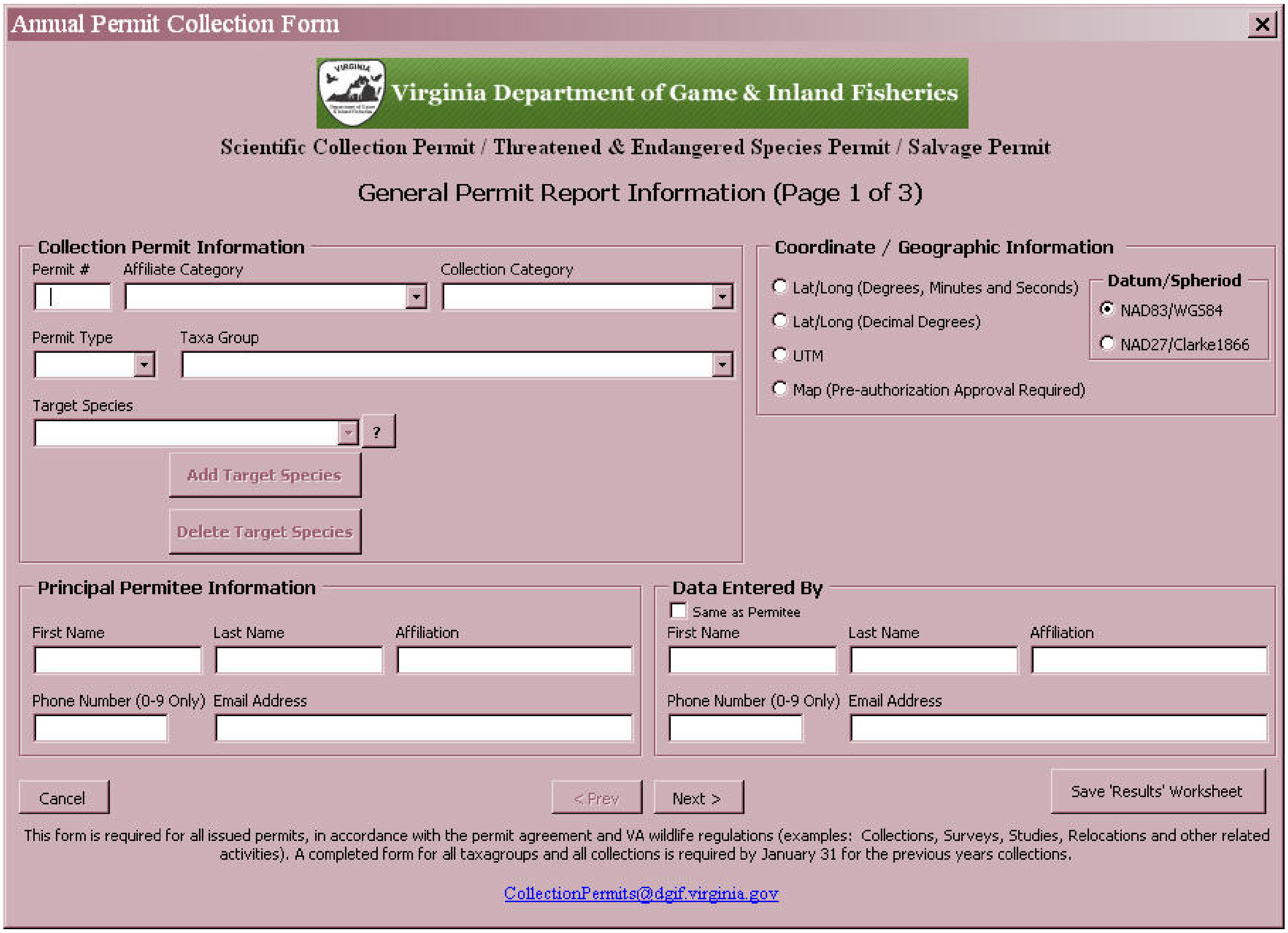

Figure 1 – General Permit Report Information

<u>General Permit Report Information Page (1 of 3)</u>

When you open the Collection Permit form/application for the first time this page is displayed automatically. This page consists of data entry fields for your permit(s), the permittee(s), and the data entry person. Also included is your choice of coordinate/geographic format, the Taxa Group you are working on, and any target species (if applicable).

Once a record has been added and saved to the "Results" worksheet/spreadsheet the following screen is displayed when you open the file again. You will also see this screen if you use the Tools | Permit Collection Form from the Excel menu and records already exist.

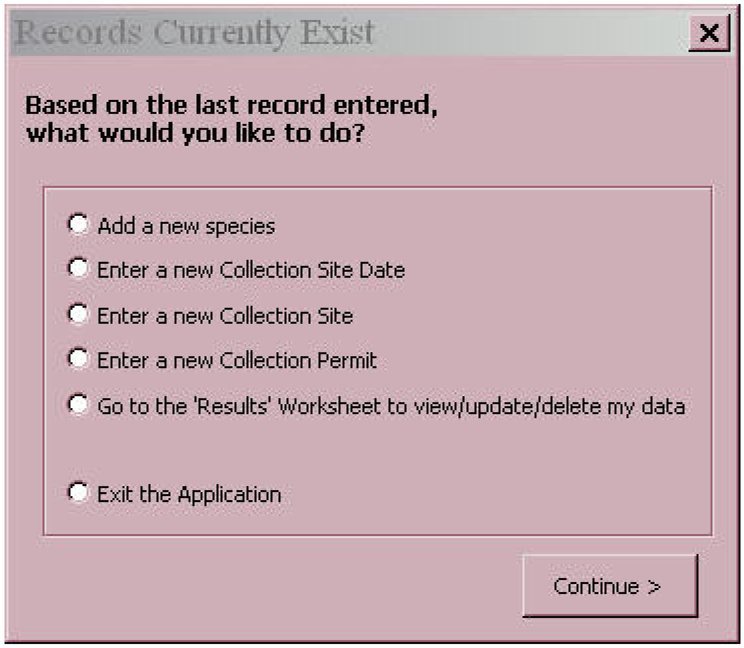

Figure 2 - Records Currently Exist

Collection Site Information Page (2 of 3) – At-A-Glance

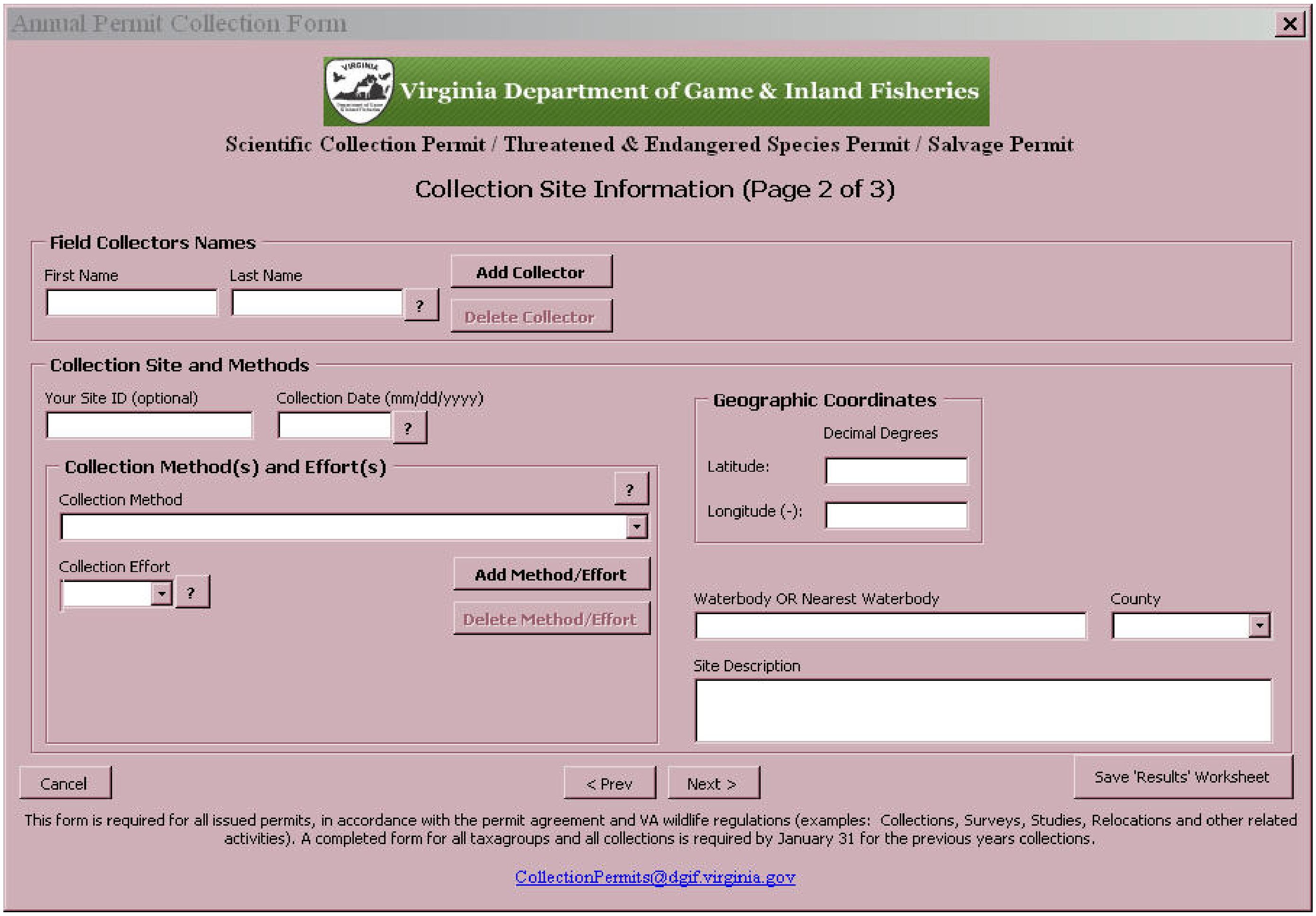

Figure 3 – Collection Site Information

Collection Site Information (Page 2 of 3)

This page consists of data entry fields for field collector and ALL collection site information. The field methods used and effort per method is also entered here.

Detail Species Information Page (3 of 3) – At-A-Glance

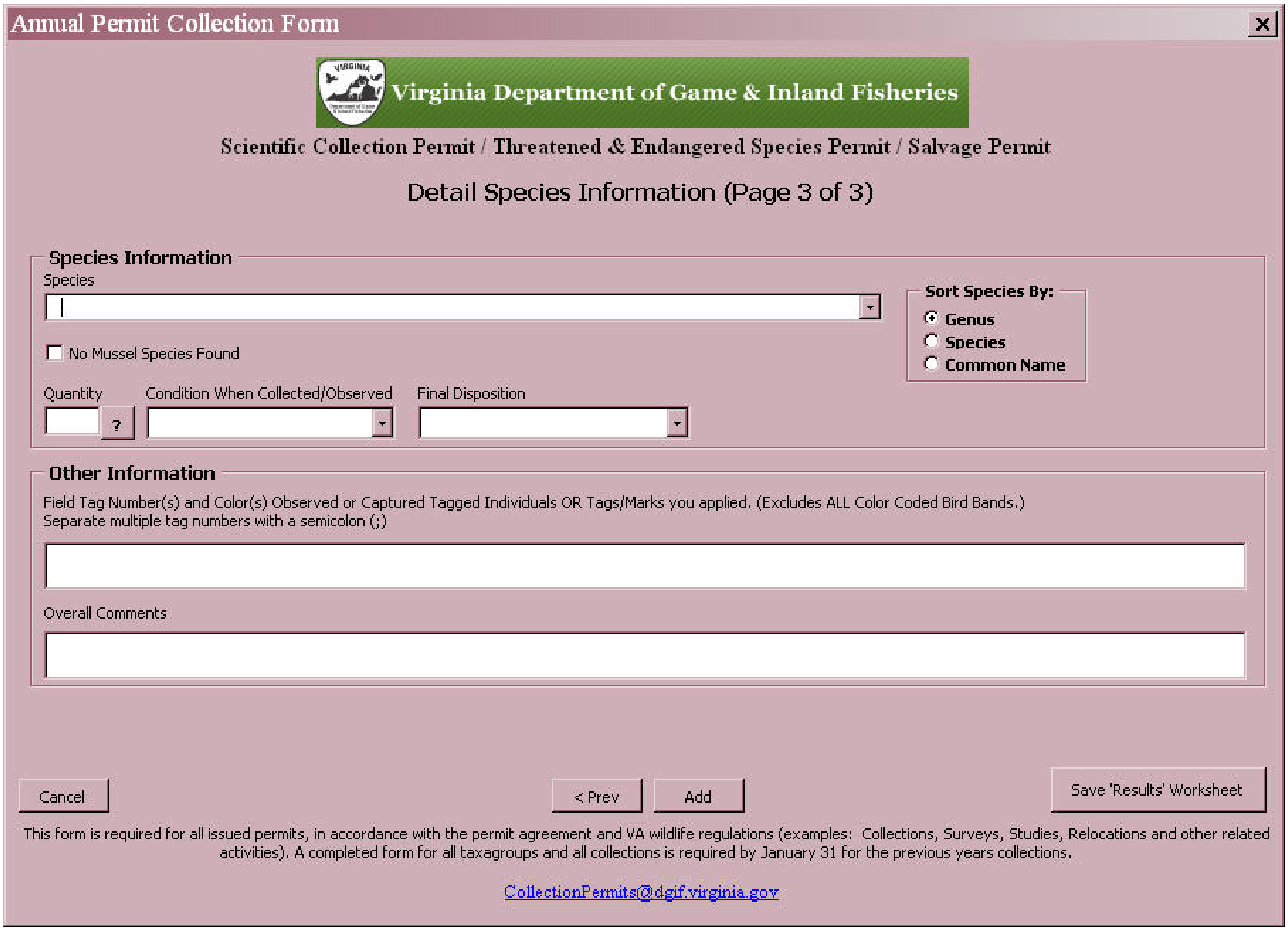

Figure 4 – Detail Species Information

Detail Species Information (Page 3 of 3)

This page consists of data entry fields for individual species information. One species at a time is entered and added. Any field tag information, if applicable, is also entered here. To add data (a species record) click the“Add” button at the bottom of the page. The data/results will be saved to the ‘Results’ Worksheet/spreadsheet.

Note: Please document any confirmed diseases, euthanasia methods and/or surgical techniques applied. In the “Overall Comments” field, please begin by typing DISEASE, EUTHANASIA METHODS, and/or SURGICAL TECHNIQUES in capital letters, so we can see you have entered this information, followed by a description.

‘Results’ Worksheet/Spreadsheet - At-A-Glance

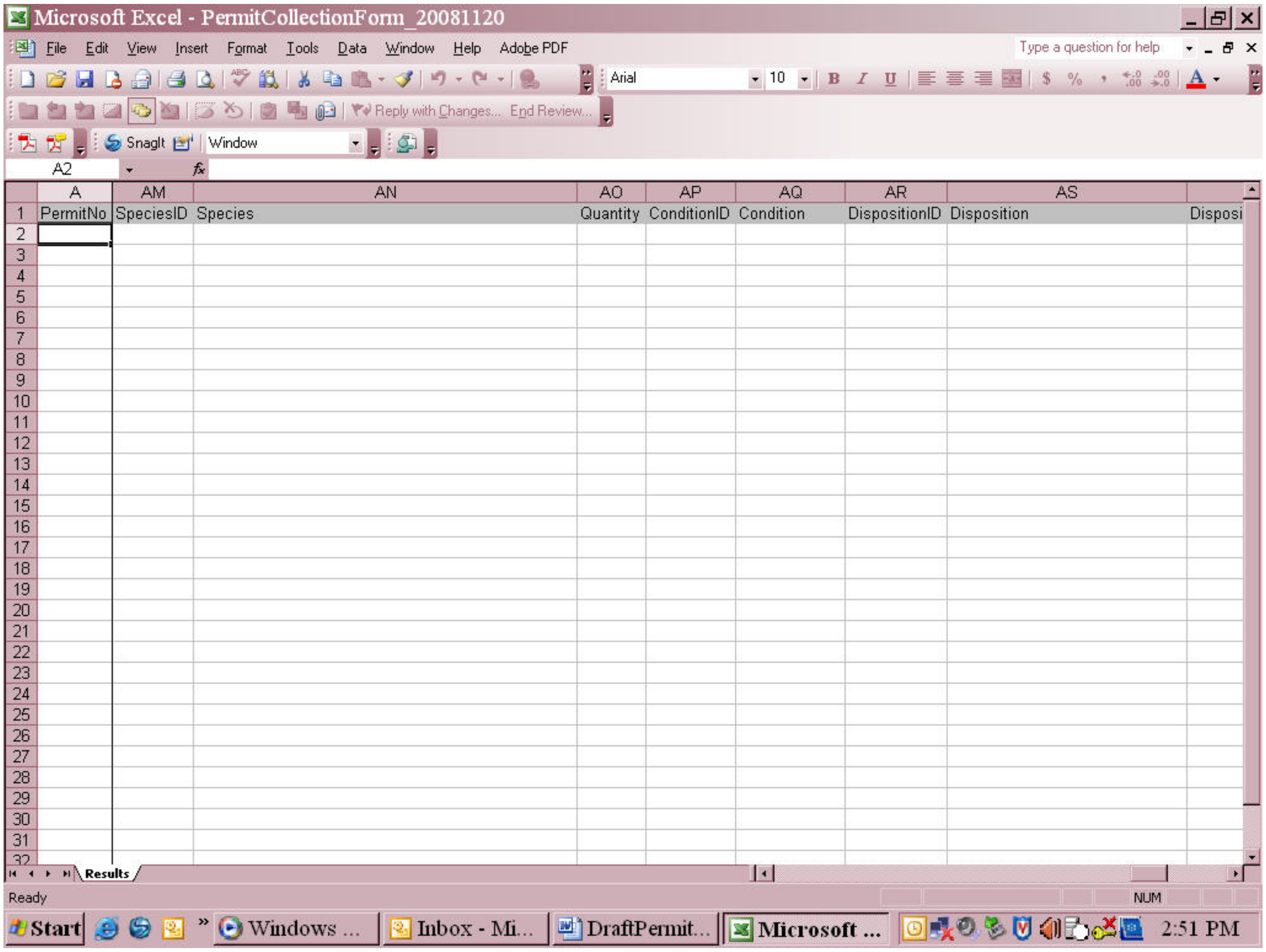

Figure 5 – Results Worksheet/Spreadsheet

<u>‘Results’ Worksheet/Spreadsheet</u>

This is an Excel worksheet/spreadsheet in which the collection records are populated by the three data entry pages previously described. Data from all three data entry pages for the species being added at that site location and date, is saved here as a single record/row. Records on this worksheet/spreadsheet can be edited by double clicking on a cell within the record and you can export/import this worksheet/spreadsheet separately for your personal files. The “Results” worksheet/spreadsheet is the actual report we use for DGIF official records.

This worksheet/spreadsheet can be edited by double clicking in any cell in the record to be edited and then following the navigational pop-up boxes.

Data Entry Field Definitions and Examples

General Permit Report Information (Page 1 of 3)

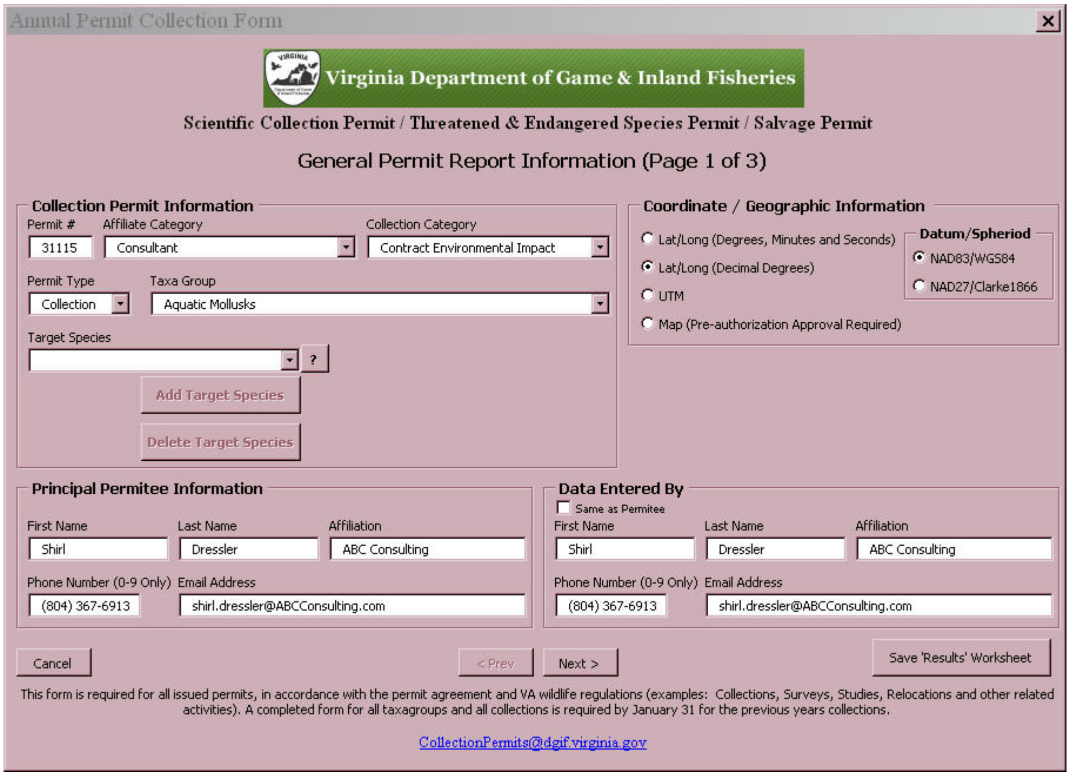

Figure 6 – General Permit Report Page with Sample Data

Collection Permit Information Section

All fields in this section are mandatory, with the exception of the “Target Species” field. Please see the “Target Species” field explanation below for further information.

- **Permit #**
  This number is located on the upper right side of your permit just under the DGIF Logo. Please be sure you are using the number from your CURRENT permit. DO NOT use the leading zero.
  Examples
    - 31115 - Correct
    - 03115 - Incorrect

- **Affiliate Category**
  A drop down menu listing the type of business/organization you are affiliated with. Values include:
  - Associations or Professional Societies:
    Examples
      - Virginia Society of Ornithology
      - Virginia Herpetological Society
  - Consultant: Private Consulting Firms
    Examples
      - ABC Consulting.
      - Jones Environmental Consulting and Survey, Ltd.

- County/City or Local Governments:
  <u>Examples</u>
    - Henrico County
    - City of Richmond
    - Town of Herndon
- Federal Agency:
  <u>Examples</u>
    - US Environmental Protection Agency
    - US Fish and Wildlife Service
- K-12 School: Kindergarten through 12th Grade Educational Facilities
  <u>Examples</u>:
    - Thomas Dale High School
    - Maggie Walker Governor's School
- Non-Profit Organization:
  <u>Examples</u>
    - The Nature Conservancy
    - Chesapeake Bay Foundation
- Professional Zoological Collection:
  <u>Examples</u>
    - Museums
    - Zoos
    - Nature Centers
- State Agency:
  <u>Examples</u>
    - VA Department of Transportation
    - VA Department of Environmental Quality
- University: Higher Education Institutions
  <u>Examples</u>
    - University of Richmond
    - College of William & Mary
- Other: Only choose if you feel the other options in the drop down menu are not appropriate. You will be asked to provide a description. Please type in a category that would best describe your affiliation. This value will not display on the page. You will see the value on the review page and in the 'Results' Worksheet.

- **Collection Category**
  Is a drop down menu listing the purpose of the collection**.** Values include:
    - Agency Species Management: DGIF Biologists
    - Biomonitoring: (WATER QUALITY BIOMONITORING FOR A GOVERNMENTAL ENTITY) macroinvertebrate, or other taxonomic group, monitored for evaluating water quality
    - Contract Environmental Impact: (WATER QUALITY BIOMONITORING FOR THE PRIVATE SECTOR) contracted to evaluate a known or potential environmental impact, including macroinvertebrates
    - Contract Species Specific Survey: (PRIVATE SECTOR) contracted species or taxonomic group surveys
    - Instructional: (FOR TEACHING PURPOSES) instructional institution collecting
    - Research: (HABITAT, SPECIES', OR ENVIRONMENTAL MANAGEMENT) by or for a university or agency
    - Volunteer Species Survey: (VOLUNTEER) Individuals or groups, including non-profits, working with DGIF

    - Other: Only choose if you feel the other options in the drop down menu are not appropriate. You will be asked to provide a description. Please type in a category that would best describe your collection category. This value will not be displayed directly on the page. You will see the value on the Review page and on the "Results" worksheet.

- **Permit Type**
  Type of permit you are reporting. This is a drop down menu.
  Example: T&E (Threatened & Endangered Species Permit)
  Collection (Scientific Collection Permit)
  Salvage (Salvage Permit)

- **Taxa Group**
  The Taxonomic Group you collected or observed. This is a drop down menu.

  NOTE: It is HIGHLY recommended that you enter one "Taxa Group" (form Page 1) at a time. Finish entering all species for a taxa group and then select the next "Taxa Group" to be entered. This will save data entry time.
  Example: Aquatic Mollusks
  Example: Macroinvertebrate Water Quality (NO ID for Genus/Species)

- **Target Species**
  This field is mandatory only when you are specifically targeting a species within the "Taxa Group" you chose. You must click the "Add Target Species" button to actually add each target species.
  Example: Alasmidonta heterodon

Coordinate/Geographic Information Section

Select one method and datum type from the following: (Mandatory)
For example formats for the following coordinate systems, please see (Page 2 of 3)

- Lat/Long (Degrees, Minutes and Seconds)
- Lat/Long (Decimal Degrees)
- UTM
- Map (Pre-authorization Approval Required)

Datum Type
Just select from the options. The system defaults the Datum type to NAD83/WGS84. Only change this if you are sure your datum is NAD27/Clarke1866.

Principal Permittee Information Section

(All fields in this section are mandatory)

- **First Name**
  The first name of the Principal Permittee (the person whose name appears on the first page of the permit). If you need/want to use a middle initial, please add to the "First Name" field.
  Example: Shirl
  Example: Shirl A.

- **Last Name**
  The last name of the Principal Permittee (the person whose name appears on the first page of the permit)
  Example: Dressler

- **Affiliation**
  This is the name of the business/organization you are affiliated with.
  Example: ABC Consulting

- **Phone Number**
  This is the phone number for the Principal Permittee (the person whose name appears on the first page of the permit). To modify a phone number that has already been entered, you must highlight the existing formatted phone number then type the new phone number.
  Example: 8043676913 (the system will auto format this field)

- **Email Address**
  This is the email address for the Principal Permittee (the person whose name appears on the first page of the permit)
  Example: Shirl.Dressler@ABCConsulting.com

Data Entered By Section

All fields in this section are mandatory. If the data being entered by is the same as the Permittee, click on or check the “Same as Permittee” box and all of the fields will be defaulted with the same values.

- **First Name**
  The first name of the person who is actually entering the data. If you need or want to use a middle initial, please add it to the “First Name” field.
  Example: Shirl
  Example: Shirl A.

- **Last Name**
  The last name of the person who is actually entering the data.
  Example: Dressler

- **Affiliation**
  This is the name of the business/organization of the person who is actually entering the data.
  Example: ABC Consulting

- **Phone Number**
  This is the phone number for the person who is actually entering the data. To modify a phone number that has already been entered, you must highlight the existing formatted phone number then type the new phone number.
  Example: 8043676913 (the system will auto format this field)

- **Email Address**
  This is the email address for the person who is actually entering the data. Example: Shirl.Dressler@ABCConsulting.com

Click “Next” at the bottom of the page to continue to the next page.

Collection Site Information (Page 2 of 3)

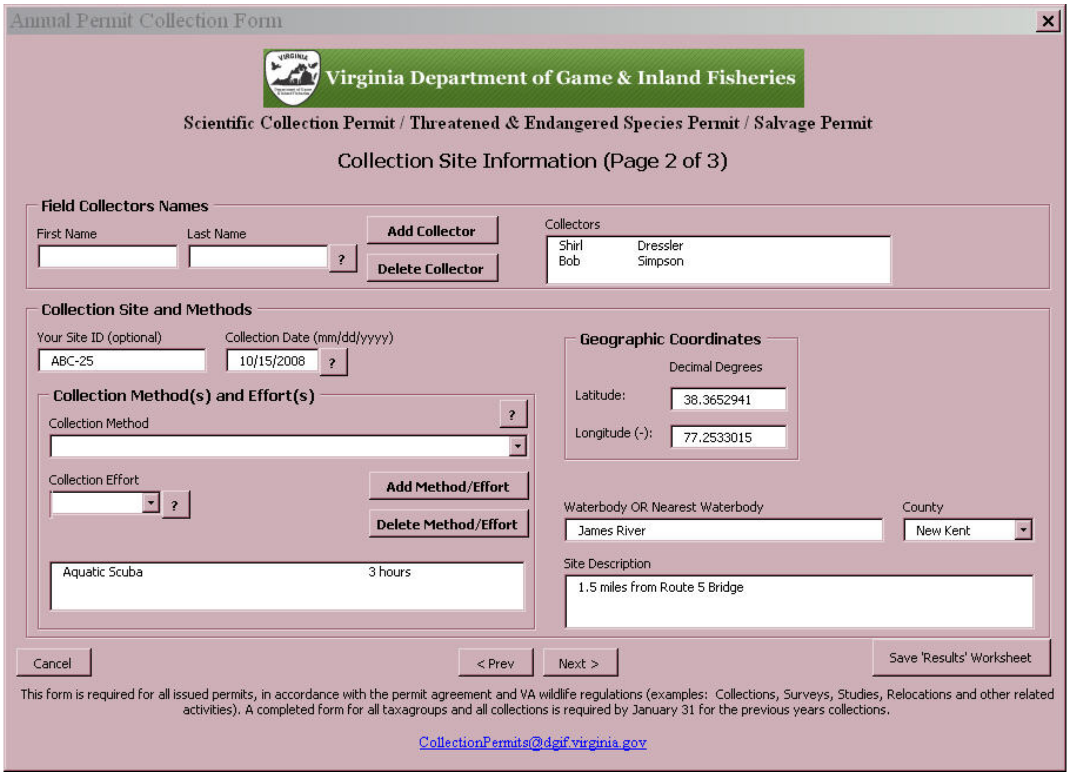

Figure 7 – Collection Site Page with Sample Data

Field Collectors Names Section

The names of all individuals who participated in the collection activities for this collection site and collection date**.** This section is mandatory. You must click the "Add Collector" button to actually add each name**.**

- **First Name**
  If you need/want to use a middle initial, please add it to the "First Name" field.
  Example: Shirl
  Example: Shirl A.

- **Last Name:**
  Enter last name.
  Example: Dressler

Collection Site and Methods Section

- **Your site ID (optional)**
  This is for your use, if you have a specific name/number you use to identify your collection sites.
  Example: ABC-25

- **Collection Date**
  Date this collection took place. This field is mandatory
  Example: 10/15/08

Collection Method(s) and Effort(s) Section

These are drop down menus. First select a "Collection Method" then an associated "Effort" and click the "Add Method/Effort" button. You must click the "Add Method/Effort" button after each selection to actually add them to the list.

- **Collection Method**
  List all methods used for the selected "Taxa Group" for the entered site and date.
  Example: Aquatic Scuba

- **Collection Effort**
  This is the total of the actual time spent using the method selected. Not including sample processing time.
  Example: 3 Hours (2 people seining for 1.5 hours each)

Geographic Coordinates Section

Enter the actual coordinates for this date and location. The format of this section will depend upon what coordinate method you selected on Page 1.

- Latitude
- Longitude (-)

Example (Degrees, Minutes, Seconds):
Latitude: 38, 15, 15.01
Longitude: 77, 25, 00

Example (Decimal Degrees - A min of 5 decimal places is required with a max of 7):
Latitude: 38.3652941
Longitude: 77.2533015

Example (UTM):

(Zone 18)	Valid Ranges
Easting (must be 6 digits): 260500	260500-768600
Northing (must be 7 digits): 4044500	4044500-4372000

(Zone 17)	Valid Ranges
Easting (must be 6 digits): 799004	231400-479000
Northing (must be 7 digits): 4109487	4045300-4356350

- **Waterbody or Nearest Waterbody**
  This is the actual waterbody in which the collection took place or the Nearest Waterbody to the collection site for species other than aquatic.
  Example: James River
  Example: N/A

- **County**
  This is a drop down menu, please select the county in which this collection took place.
  Example: New Kent

- **Site Description**
  This is the description of the actual collection site.
  Example: 1.5 miles from Route 5 Bridge

Click "Next" at the bottom of the page to continue to the next page

Detail Species Information (Page 3 of 3)

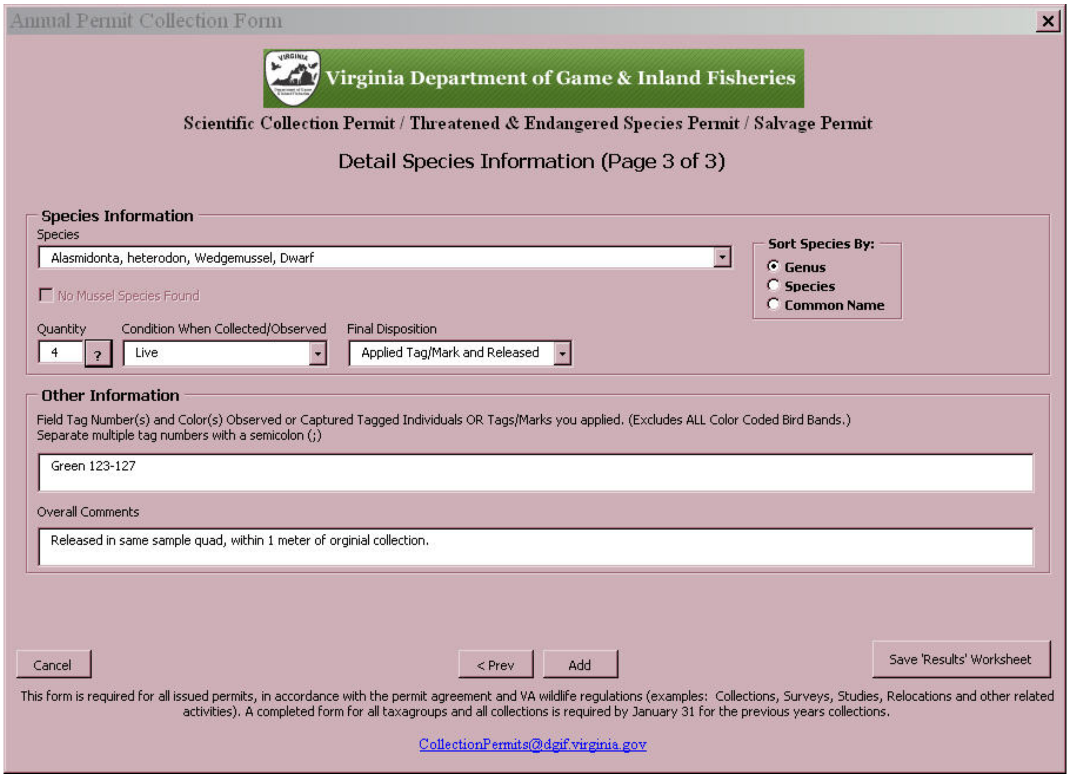

Figure 8 – Detail Species Page with Sample Data

Species Information Section

All fields in this section are mandatory**.** Please see note below regarding quantity.

- **No Mussel Species Found check box**
  This field is only visible if you chose "Aquatic Mollusks" for the "Taxa Group" field on Page 1. ONLY use this box for mussel surveys that result in NO mussel species found. The "Species", "Quantity", "Condition", and "Disposition" fields will not be required. If a species is selected the "No Mussel Species Found" check box will be disabled.

- **Species**
  Please select your species from the drop down menu.
  Example: Alasmidonta heterodon

  - **Sort Species By:** The drop down species list may be sorted by Genus, Species, or Common Name. The drop down species list will not be displayed (is not visible) if the "Taxa Group" on page 1 is "Macroinvertebrate Water Quality Sample (No ID for genus/species)". Genus is the default sort order. If you select Species or Common Name refer to that column in the drop down menu.

- **Quantity**
  This is the number of individuals of this species that you collected at this site on this date.
  Example: 5

NOTE: Enter 0 (zero) only for a "Target Species" which is not found.
Enter 999 only for species present but the count is indeterminate (too numerous to count).

- **Condition when Collected/Observed**
  Select a condition from the drop down menu.
  If the Taxa Group on page 1 is “Aquatic Mollusks” then you will see the following values:
    - Live
    - Fresh Dead
    - Shell, Relic

  For any other Taxa Group you will see the following values:
    - Live
    - Dead

- **Final Disposition**
  What was done with the specimen after the collection? Values include:
    - Applied Tag/Mark and Released (tags or marks you apply, excluding color coded bird bands)
    - Released Dead
    - Released Live
    - Observed (identified without capture)
    - Retained Dead (A specimen location will be requested if this option is selected.)
    - Retained Live (A specimen location will be requested if this option is selected.)

  Note: If a “Retained” value is selected the location value required will not be displayed directly on the page after it is entered. You will see the value on the Review page and on the “Results” worksheet.

Other Information Section

- **Field Tag Number**
  This field is for recording any tag (color and number) or mark you applied or if you collected/observed a species which already had a tag/mark. This field is mandatory if you selected the “Applied Tag/Mark and Release” from the “Final Disposition” drop down menu. Tags applied that are in a series can be entered in the following format: green 123-127 (4 green sequential tags were applied). Do not include color coded bird bands.
  Example 1 (your tag/mark): ABC Consulting Green Tag #’s 123-127
  Example 2 (tag/mark already present please include the number and color): NR350/Orange

- **Overall Comments**
  Use this section to include any information you feel may be pertinent to this record as well as further information regarding tag/marks used/found during this collection.
  Example 1: Species tagged for tracking purposes.
  Example 2: Tag/Mark # was already on the specimen when collected.

Click the “Add” button to add this species record which will then bring up the Review and Confirm Record page.

Review and Confirm Record Page

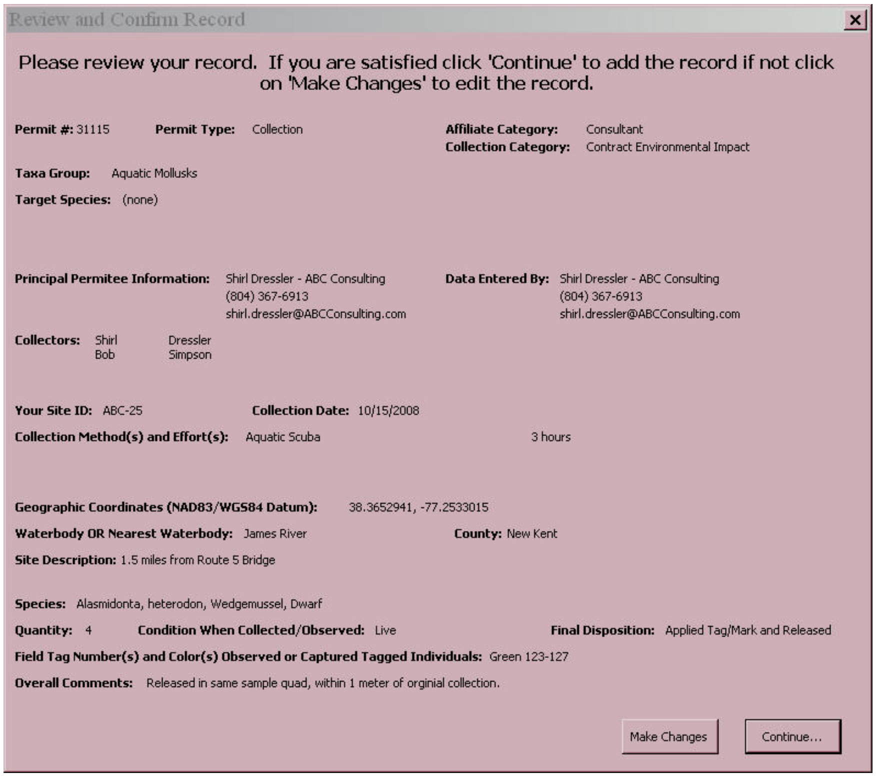

Figure 9 - Review and Confirm Record Page

This page summarizes the data entered on pages 1, 2 and 3. Please review the information on this page. If the information is correct click the "Continue…" button. If you need to make corrections click on the "Make Changes" button and you will be returned back to Page 1. Use the "< Prev" and "Next >" buttons on the bottom of the page to go navigate to the appropriate screen(s) and make the necessary changes. Once you have finished making your changes click on the "Add" button on Page 3. Again, the Review and Confirm Record page will be displayed with the updated changes.

If there are no more changes click on the "Continue…" button. You will be taken to the **Detail Species Information (Page 3 of 3)** with a pop-up box telling you "The record was successfully added". Click the "Ok" button. You will get another pop-up box asking "Would you like to add another species for this collection date and site?".

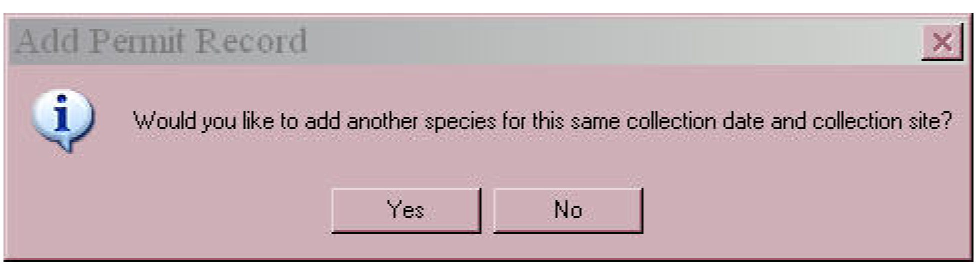

Figure 10 - Add Another Species for the Same Collection Date and Site Page

If you select "Yes" you will be taken back to the **Detail Species Information (Page 3 of 3)** where you can add another species for this same collection date and site. All data entered on pages 1 and 2 will remain the same. Repeat this step to continue adding more species for this same collection date and collection site.

If you select "No" you will be given a new pop-up box asking "What do you want to do next?".

The next section in these instructions will explain each option on the "What do you want to do next?" navigation/option screen.

What do you want to do next? Page

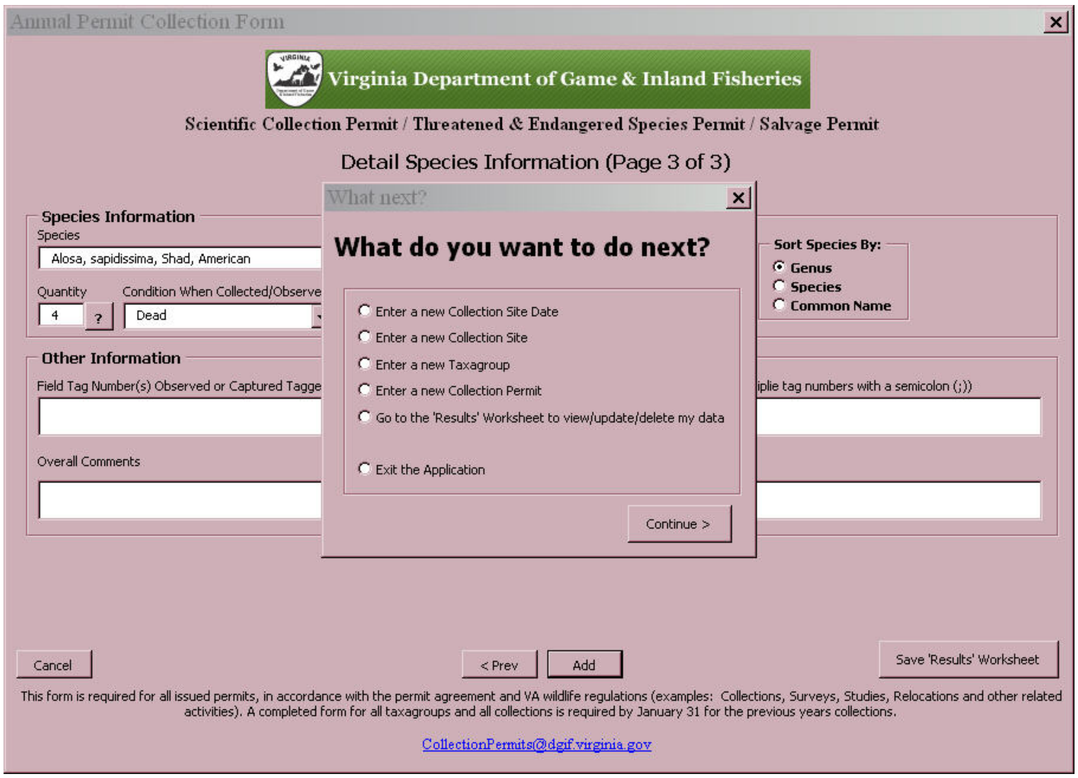

Figure 11 - What do you want to do next? Page

What do you want to do next? Navigation/option screen

- **Enter a new Collection Site Date**.
  This option is to be used if you collected at the same site but on a different date. Select this option then click "Continue" and you will be taken back to Page 2 (All information on Page 1 will be retained). You will need to add the new "Collection Date and you will need to select "Collection Method(s) and Effort(s)" again. Click "Next" to continue adding species data on Page 3 and click "Add" to add them to the 'Results' Worksheet/spreadsheet.

- **Enter a new Collection Site.**
  This option is to be used if you have a different collection site. Select this option then click "Continue" and you will be taken to Page 2 (All information on Page 1 will remain the same). All fields, except the "Field Collectors Names", will be cleared on Page 2. Complete all cleared fields then click "Next" to continue adding species data on Page 3 and click "Add" to add them to the 'Results' Worksheet.

- **Enter a new Taxa Group**.
  This option is to be used when you have data for a different Taxa Group. Select this option then click "Continue" this takes you to Page 1 (only the "Taxa Group" field will be cleared on Page 1; all fields on Page 2 will be cleared). Complete all fields on Page 2 then click "Next" to continue adding species data on Page 3 and click "Add" to add them to the 'Results' Worksheet.

- **Enter a new Collection Permit**.
  This option is to be used if you have more than one permit. This takes you to Page 1 and clears all fields on Pages 1, 2, and 3.

- **Go to the 'Results' Worksheet/spreadsheet to view/update/delete my data**.
  This option will close the data entry form and take you to the 'Results' Worksheet/spreadsheet. You can return to the form by clicking "Tools" on the Excel tool bar and selecting Permit collection Form. In the 'Results' Worksheet/spreadsheet, you can view the data you have entered so far and edit, delete and add a new species record based on this record. To edit data, just double click on any cell of the record you wish to edit **(double clicking on the row number will not work),** this will bring up the "What do you want to do? option page, described in the next section of these instructions. It is highly recommended to use Excel's save feature once you are in Edit mode (viewing the "Results" worksheet/spreadsheet). Click on File | Save. You can also save records while walking through the wizard by clicking on the "Save 'Results' Worksheet" button in the lower left hand corner of the wizard.

- **Exit the Application**
  You will get a pop-up box. Select "Yes" to save your data and exit the application. Select "No" and you will be taken back to the selection box "What do you want to do next?" navigation/option screen.

How to Edit Records, Delete Records or Add a New Species based on an Existing Record

To edit or delete existing records you must be on the "Results" worksheet/spreadsheet. Double-click on any cell of the record you would like to modify. The following options will be displayed.

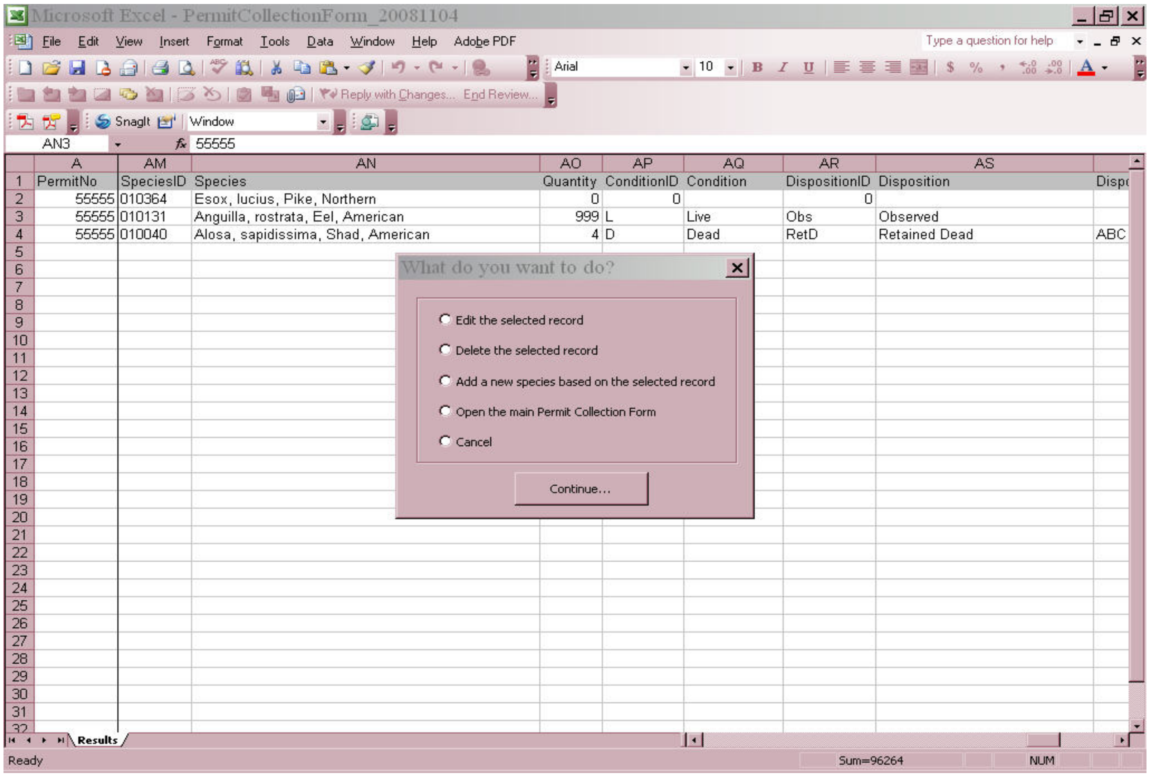

Figure 12 - Editing Records - What do you want to do? Page

What do you want to do?

- **Edit the selected record.**
  This option opens the form with all fields populated as they were entered originally. Make any needed changes, then select "Update" at the bottom of Page 3. This takes you to the "Review and Confirm Record" Page. Select "Make Changes" for any additional changes or select "Continue", which will bring up the "Record was successfully added" pop-up box, click "Ok" to update this record. You will get a "What do you want to do next?" box with two options:
  - **Continue reviewing records on 'Results' Worksheet.**
    This option will take you back to the 'Results' Worksheet/spreadsheet.
  - **Add a new species for this collection date and site.**
    This option will take you to page 3 and you can add species for this collection date and site.

- **Delete the selected record**.
  This option will permanently delete the entire selected record. You will get a pop-up box, "Are you sure you want to delete row #?"(this will be the row number for the record you have selected). Selecting "Yes" will delete the record and return you to the 'Results' Worksheet. **You will not be able to undo this delete.** Selecting "No" will return you to the "What do you want to do?" option page.

- **Add a new species based on the selected record.**
  This option brings up the “Add Species” pop-up box. This box describes and allows you to verify the Collection Date, Collection Site, and Site ID for the record you selected. Click “Ok” and this takes you to Page 3, enter data and click the “Add” button. All other pages are populated with the data originally entered for the species record you selected on the ‘Results’ Worksheet/spreadsheet.

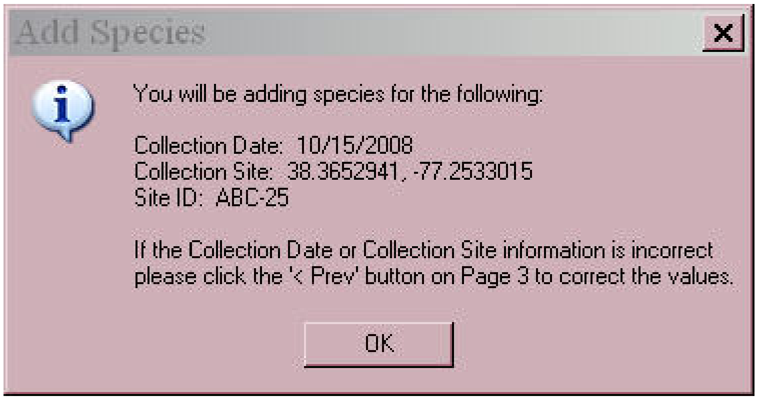

Figure 13 - Add Species for Collection Date and Collection Site

- **Open the main Permit Collection Form**.
  This will take you to the “Based on the last record entered, what would you like to do?” option page. Select one option from this box (each option is previously described in these instructions). You will be taken to the page within the data entry form associated with your selection. Based on your selection some fields within the form will be populated based on the last species record you entered. You will need to enter any new data required and continue walking through the wizard.

  Note: This screen is also displayed if records currently exist and you use the Tools | Permit Collection Form from the Excel menu and when you reopen the file.

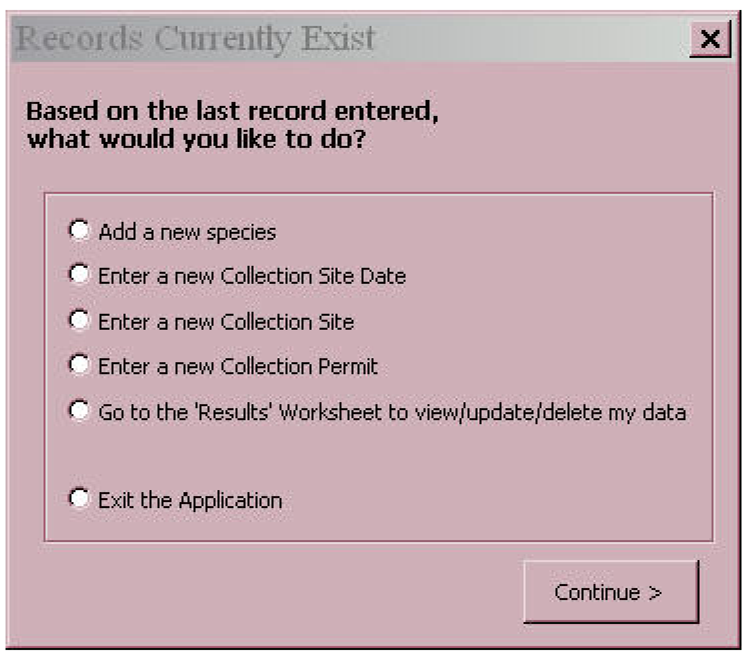

Figure 14 - Records Currently Exist

- **Cancel**.
  This will take you back to the ‘Results’ Worksheet.

How to Copy and/or Export the Collection Permit Data/Records for My Personal Use

The “Results” worksheet/spreadsheet is locked down so no data manipulation can take place without using the wizard data entry screen. It is possible for you to make a copy or export the data so it can be manipulated or editable for your own benefit.

After you have entered all of your Collection Permit data for the year you can import and/or export all of the data. The options are:

- From the “Results” worksheet/spreadsheet highlight all of the data by clicking on the columns (A, B, C…) or rows (1, 2, 3…) by holding down the primary mouse button (typically the left button) and dragging the mouse cursor to select multiple columns and/or rows. After the data has been highlighted, click on Edit | Copy from the Excel menu or use Ctrl-C. The Click on File | New | Blank workbook from the Excel menu. Once the new Excel Workbook (default Book2 if only the Excel application is open) is open click on Edit | Paste or press Ctrl-V. Now click on File | Save As or the save button icon and name the file and location.
- From the “Results” worksheet/spreadsheet click on File | Save As from the Excel menu. Change the “Save as type” to “CSV (Comma delimited)(*.csv)” and the File name (if necessary). This file can now be used as is or imported to any database (SQL Server / MS Access, etc.)